



**Recruitment Management System (RMS)
Upgrade Update**

RMS HR Users,

Please note the important updates below regarding the upcoming RMS Upgrade to PeopleAdmin 7.


Training

- ◆ Now that you have completed the RMS Upgrade Training, please continue to use the [Practice Site](#) to become more familiar and experienced with navigating and using PeopleAdmin 7.
- ◆ A [WebEx Recording](#) of the training provided by People Admin on February 11th/12th is available to help you refresh your memory on any specific topics covered during the training session. You will need to download WebEx ARF Player to play the recording. If you have any difficulty with this process, you should work with your agency IT Department to download this file. Please note that it may take several minutes to download the recording file.
- ◆ The hands-on training that was provided on February 11th/12th and the on-going opportunity to use the [Practice Site](#) to increase familiarity with PeopleAdmin 7 are designed to provide users with an active approach to learning the upgraded system. Also, please remember to access and use the Help feature in PeopleAdmin 7 to help you with any specific technical features of the system. With this more active learning approach, there will be a reduced focus on traditional documentation methods and manuals. As you learn more about PeopleAdmin 7 and prepare to train other users in your agency, you may choose or decide to create simple tools or guides that may be helpful within your agency.
- ◆ Attached are some basic informational tools that may help you with learning PeopleAdmin 7. These tools provide basic guidance for using PeopleAdmin 7 (User Guide) and tips & tricks for saved searches and reactivating an application. Please note that these are generic tools provided by PeopleAdmin that they have used with prior customer implementations. However, they may be helpful to you as you continue learning how to navigate PeopleAdmin 7.
- ◆ If you have not already started training other RMS users in your agency, we recommend that you begin to do this in March to allow for sufficient time before the targeted implementation in April 2015.

What Is Next?

- ◆ If your agency has not reviewed the designated primary and backup RMS Administrators, please take this opportunity to review that information and send any updates to rmsinquiry@dhrm.virginia.gov on the attached [Agency RMS Administrator Contact Form](#). This information will be used to ensure that we have up-to-date contact information for upcoming communications.
- ◆ Be on the lookout for dedicated web pages for the RMS Upgrade in the coming weeks! These web pages will provide information about the upgrade and will provide resources and tools to help you in using the upgraded RMS. The materials attached to this email will be available on the RMS Upgrade web pages when they are completed. We will notify you when the web pages are published.
- ◆ Please continue to submit questions and suggestions to rmsinquiry@dhrm.virginia.gov.

Thanks!

 RMS Upgrade Team